

FIRE LIEUTENANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class encompasses the first level of supervisory positions in the suppression division of the fire department. Employees of this class are responsible for training and assisting a company of Firefighters and Operators in the performance of their duties, both at the station and at the scene of a fire or other emergency. The Fire Lieutenant coordinates, performs, and participates in the pre-fire planning inspection, and assists the Fire Captain with completion and maintenance of records and reports. The Fire Lieutenant receives general instruction from the Fire Captain. This class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Coordinates activities and services the needs of fire and law enforcement personnel at the scene of an emergency. Responds to all fire alarms and supervises the fire company with the most direct route to the fire, ensuring all laws and safety regulations are followed. Makes recommendations to officer in charge regarding appropriate equipment procedures from vantage points. Performs size-up of the emergency scene including setting up perimeter for traffic control, and determines the positioning of apparatus at the fireground to initiate the most effective fire attack. Maintains communication between fire scene and other authorized personnel including occupants or neighbors until relieved of command by a superior officer. Supervises and performs emergency scene operations involving search and rescue operations, emergency medical services, fire suppression, forcible entry, ventilation, hose operations, automatic sprinkler system operations, salvage and overhaul, and pumper operations. Identifies, directs or assists in handling of hazardous materials or incidents. Recognizes exposures, operates a breathing apparatus to protect from fire extension, and reports any injuries to self or others to a superior. Operates portable or fixed master stream appliance, large-caliber water stream, and in-line eductors. Utilizes public water systems and static sources, or appropriate portable fire extinguishers to contain Class A, B, C, or D fires. Protects the hose line from damage, and will load after fire is extinguished by draining, rolling or folding for proper carrying.

Performs pumper operations to supply adequate pressure at the nozzle and regulate water to the hose line. Operates pumper from self-contained water source without interruption, and makes connection with fire hydrant for additional water supply while determining the number of hose

lines. Performs aerial truck operations, standpipe system support, ladder load determinations, and stabilizes the truck by setting up outriggers. Calculates and determines ladder loads, gpm of water flow, nozzle and discharge pressures, and friction loss.

Assists Fire Captain with the management of the operation of one fire station for one shift by overseeing and evaluating the work performance of a company of Firefighters and Operators. Participates and provides informal or “on-the-job” training for new employees, in addition to conducting drills, evolutions and classroom training. Evaluates the efficiency of the response unit, any safety hazards of local conditions, and monitors local conditions that may become safety hazards. Recommends management policies, goals and objectives for the department. Assists in the investigations of accidents and complaints to formulate a recommendation to the Fire Captain along with pertinent activities. Studies new laws, regulations and ordinances relating to departmental operations to determine if policies and procedures are needed. Works with the Fire Captain to delegate authority to subordinates for a more effective operation of the department when such delegation is allowed by law, and assigns work schedules. Oversees and evaluates work performance, inspects the appearance of assigned and subordinate’s equipment. Resolves employee’s complaints and grievances. Conducts employee performance evaluations, and discusses performance with subordinates and superiors, and counsels employees under the direction of a superior officers. Recommends disciplinary action to the appointing authority.

Performs and participates in the pre-fire planning inspection. Draws diagrams or conducts visitations on the properties in an assigned area to become familiar with hydrant locations, exposures, types of occupancy, and high-risk areas in case of a fire or emergency situation. Inspects and makes safety recommendations for commercial businesses, public assemblies and schools, and reports fire hazards to the appropriate authority. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Assists arson investigation personnel. Secures the fire scene to prevent removal or damage of evidence of suspected arson and questions witnesses to collect information. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of arson. Testifies in court when required.

Inspects and maintains station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Performs regular maintenance and inspection of apparatus and equipment such as fire pump, aerial ladders, elevating platforms, emergency medical equipment, hand tools and fire hydrants. Reports and receives reports about any problems with fire department property and equipment for the purposes of repairs and maintenance. Maintains inventory of supplies and equipment as required; orders and disburses supplies and equipment to personnel as required.

Provides for the maintenance of department records such as records of activity, inventory or any additional requirements. Prepares assigned forms and records including incident reports,

maintenance records, NFIRS reports, and preliminary investigation reports in a logical sequence. Participates in special community projects designed to improve public relations or the image of the fire department. Assists the Fire Captain or makes presentation related to fire safety and oversees tours of department facilities. Writes letters and responds to questions from the public about departmental operations.

Perform other related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Operator immediately preceding closing date for application to the board.